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summary
Rpt.

Executive Assistant to DCI

Document No. 032

10 August 1954

Director of Training

NO CHANGE in Class. ☐☐ DECLASSIFIED

Class. CHANGED TO: TS S (C)

DDA Memo, 4 Apr 77

Auth: DDA REG. 77/1763

Weekly Summary Report

Date: 30/01/78 By: 008

1. The Special Study Group visited the Office of Training on 6 and 7 August. The 7 August program was devoted to an inspection of the field training installation at [REDACTED]. Extensive questioning by the Group brought out the fact that the capabilities of the Office of Training to provide specialized and advanced training in activities specified in NSC 54-12 greatly exceed the number of persons made available to OTR for such training. The Office of Training has agreed to furnish studies pertinent to the interests of the Group.

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2. At the invitation of the Administration Staff, DD/P, the Office of Training has begun participation in a planning group which was formed on 7 August to draft the regulation which will provide for the development of Annex C, Supporting Actions, to the guide for strategic and operational planning and programming of activities in cold war. The group will further act in collaboration with the operational components of DD/P in developing the substance of Annex C for the 1957 operational plan as soon as Annex A of the 1957 plan has been completed. The Office of Training welcomes this opportunity insofar as it may result in recapturing the valuable lead time for the preparation of personnel adequately trained to carry out the tasks provided for in the plan. If this system works, it could ensure that the operational commitments of the Agency will no longer fail in their execution due to the lack of adequate training for personnel selected to carry them out.

3. An Oral Briefing Course, organized in response to a requirement of the Office of Current Intelligence, will begin on 16 August and run for six weeks, with two two-hour sessions each week. An announcement of the course has been disseminated to all DD/I offices.

4. Preparation of Management Course B is nearing completion. The course is planned as a forty-hour course for first-line supervisors who are directly in charge of working-level groups and for those who may be slated for such responsibility. It will be presented four hours each morning for a two-week period and will be open to all first-line supervisors, GS-5 to GS-11, who have TOP SECRET

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clearance. Specific grades will be designated for each presentation of the course. The initial offering of the course is scheduled for 4 October-15 October for personnel in grades GS-7 through GS-9.

5. The Agency requested and has received one space in the Special Weapons and Guided Missiles Course at Fort Bliss, Texas, for the week of 29 August. Arrangements have also been made to obtain two additional slots in sessions of this course during the autumn.

SIGNED

MATTHEW BALNO

MB:ep (8/10/54)

cc: DD/P
DD/I
AD (Commo)

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